

**Committee of Senior Representatives (CSR)
Twenty-sixth Meeting
Copenhagen, Denmark
29 April 2016**

Reference	PH 1/8/1 Info 2
Title	Proposed revised “Elements for the development of NDPHS EG/TG Annual Work Plans”
Submitted by	PHEG Chair
Summary / Note	<p>This document proposes changes to the above-named document that need to be made in the light of the recently adopted new NDPHS Strategy and the Action Plan accompanying it.</p> <p>It has been discussed by the 20th EG Chairs and ITAs (enlarged) meeting held on 26 February 2016 and, as agreed by the Meeting, a dual system of annual and biennial work plans is suggested for the CSR’s consideration and decision.</p>
Requested action	For reference

Background

Unfortunately the first meeting of the Prison Health Expert Group will be after the next meeting of the Committee of Senior Representatives (CSR). This document will possibly amended and approved during the CSR meeting in April in Copenhagen. It will then be the framework for the development of the work plan of the PHEG.

**EG Chairs and ITAs
Twentieth Meeting (enlarged)
Gdańsk, Poland
26 February 2016**

Reference	EG Chairs and ITAs 20/3.1/1
Title	Revision of the “Elements for the development of NDPHS EG/TG Annual Work Plans”
Submitted by	Secretariat
Summary / Note	<p>This document proposes changes to the above-named document that need to be made in the light of the recently adopted new NDPHS Strategy and the Action Plan accompanying it. Two options are foreseen – annual work plans and biennial work plans. Further, it proposes that the (final) revised document be submitted to the forthcoming CSR meeting for decision.</p> <p>At the same time, the NDPHS Secretariat suggests that, if agreed during the meeting, the Expert Groups would follow the proposed (chosen) template when developing their draft work plans for submission to the forthcoming CSR meeting.</p>
Requested action	For comments and advice

1. Background

During its 19th meeting held on 27-28 October 2011, the CSR has adopted the “Elements for the development of NDPHS EG/TG Annual Work Plans.”¹ The aim was to have a template that would provide guidance to the Expert Groups in their efforts to develop their annual work plans, as well as to help ensure that the expert-level inputs to the overall NDPHS annual work plans would be coherent and consistent, and, finally, with the latter to facilitate the decision-taking in the CSR/PAC.

With the adoption of the new NDPHS Strategy and the Action Plan accompanying it, the current “Elements for the development of NDPHS EG/TG Annual Work Plans” have become partly obsolete. Given this, the NDPHS Secretariat would like to propose that revised “Elements for the development of NDPHS EG/TG Annual Work Plans” be adopted during the forthcoming CSR 26 meeting. When taking the decision, the CSR would also need to choose one approach – either that annual work plans would be developed or biennial work plans.

It is proposed that, as the first step, the the EG Chairs and ITAs give their comments and advice so that the Secretariat could take their views and recommendations into account in the document that will be submitted to the CSR for decision.

¹ Available at http://www.ndphs.org/internalfiles/File/EGs%20-%20general/Elements_for_development_of_NDPHS_EG_and_TG_Annual_Work_Plans.pdf.

2. Proposed revisions in the “Elements for the development of NDPHS Expert Group Annual Work Plans”

As mentioned above, the Secretariat proposes two options for consideration, i.e., that **annual work plans** or **biennial work plans** be developed. They are attached hereto as Annex 1 and Annex 2, respectively. Revisions, as compared to the current version of the “Elements for the development of NDPHS EG/TG Annual Work Plans” are made as tracked changes.

The Secretariat’s recommendation is to choose **only one option to be followed by the Expert Groups**, rather than giving the groups the option of choosing between the two, as was considered by the CSR during its 25th meeting held in October 2015. Further, the Secretariat recommends that **annual work plans (cf. Annex 1) option be chosen**. The following are the reasons for these recommendations:

- a) The current NDPHS Action Plan focuses on the period of 2015-2017. If the Expert Groups develop biennial action plans, these would basically repeat what the Action Plan provides for (and, possibly, add more details);
- b) The process of the development and agreeing upon annual work plans will mobilize the Expert Groups to discuss details regarding actions to be taken every year, rather than take a more general approach that might fail to provide sufficiently clear picture as to what needs to be done in order to achieve in the mid-term the expected results and reach the targets specified in the NDPHS Action Plan. This, rather insignificant, extra effort will help ensure individual actors within each group would know what their tasks are and what resources need to be provided to safeguard steady progress in the work of the Expert Groups. It will also help avoid a lax approach where during the first year a limited progress will be made in a belief that the group would succeed in fulfilling its biennial plan targets through fast progress during the second year;
- c) Annual work plans will make it easier to prepare, a year later, annual progress reports covering that given year;
- d) Consistent approach where all Expert Groups produce annual work plans would make it easier for the CSR to monitor the progress of each group, and the Partnership at large, when the CSR reviews NDPHS Annual progress report (it would be easy to review Expert Groups’ progress reports against their annual work plans for the same year).



Elements for the development of NDPHS Expert Group Annual Work Plans

Every year the NDPHS Expert Groups (EGs) shall develop their draft work plans, which shall specify the main activities as well as methods, milestones and resources with which the expected results laid down in the NDPHS Action Plan will be pursued by the groups during the following year.

These draft work plans shall be discussed among the Expert Groups members (preferably during the autumn meetings of their groups). The agreed upon draft work plans shall be submitted to the autumn CSR meeting for approval or, if the latter is not held, then directly to the PAC for adoption. Submission shall be done through the NDPHS Secretariat that will receive the draft work plans one month before the respective event (of the CSR or the PAC).

Based on the draft work plans, the NDPHS Secretariat shall draft an overall NDPHS Work Plan for the following year and submit it to the autumn CSR/PAC event.

Draft annual work plans of the Expert Groups shall be developed in accordance with the following elements:

Submitted by:

Year covered:

1. Leadership and coordination

1.1 Lead Partner and Co-Lead Partner

List the Lead and Co-Lead Partners of the EG. If the Group plans to change the Lead or Co-Lead Partner, please specify (if known) who will be proposed to take over and when the change will take place.

1.2 International Technical Advisor

List the ITAs) who will work for the EG.

1.3 Financial resources for leadership

Specify who will provide resources for the leadership for the next year. This includes funding for managing/leading the group and employment of persons listed in item 1.2 above.

2. Meetings of the Expert Group

Specify dates, places and hosts of the Expert Group's meetings planned to be held (if available).

3. Activities

3.1 Activities to **achieve the expected results** laid down in the NDPHS Action Plan, which are within the remit of the Expert Group

Specify planned activities towards the expected results within the remit of the Expert Group. For each activity please indicate the following:

- *The methods, and*
- *Resources with which the respective results will be pursued;*
- *Planned deliverables;*
- *External actors planned to be engaged.*

List activities for each expected result separately, if feasible.

3.2 Activities to **achieve the horizontal results** laid down in the NDPHS Action Plan

Specify planned activities towards the horizontal results. For each horizontal result please indicate the following:

- *The methods, and*
- *Planned deliverables;*
- *External actors planned to be engaged.*

If activities listed in item 3.1 can also be labelled as contributing to achieving horizontal results, list here their names only. For all other activities follow the above elements.

4. Assumptions, enabling factors and possible obstacles

Describe assumptions based on which the work plan has been developed, as well as list factors that are critical for the successful implementation of the work plan, and possible obstacles that can hinder the implementation process.

5. Other information



Elements for the development of NDPHS Expert Group Biennial Work Plans

Every second year the NDPHS Expert Groups (EGs) shall develop their draft biennial work plans, which shall specify the main activities as well as methods, milestones and resources with which the expected results laid down in the NDPHS Action Plan will be pursued by the groups during the following two years.

These draft work plans shall be discussed among the Expert Groups members (preferably during the autumn meetings of their groups). The agreed upon draft work plans shall be submitted to the autumn CSR meeting for approval or, if the latter is not held, then directly to the PAC for adoption. Submission shall be done through the NDPHS Secretariat that will receive the draft work plans one month before the respective event (of the CSR or the PAC).

Based on the draft work plans, the NDPHS Secretariat shall draft an overall NDPHS Work Plan for the following year and submit it to the autumn CSR/PAC event.

Draft biennial work plans of the Expert Groups shall be developed in accordance with the following elements:

Submitted by:

Years covered:

1. Leadership and coordination

1.1 Lead Partner and Co-Lead Partner

List the Lead and Co-Lead Partners of the EG. If the Group plans to change the Lead or Co-Lead Partner, please specify (if known) who will be proposed to take over and when the change will take place.

1.2 International Technical Advisor

List the ITAs who will work for the EG.

1.3 Financial resources for leadership

Specify who will provide resources for the leadership for the next two years. This includes funding for managing/leading the group and employment of persons listed in item 1.2 above.

2. Meetings of the Expert Group

Specify dates, places and hosts of the Expert Group's meetings planned to be held (if available).

3. Activities

3.1 Activities to **achieve the expected results** laid down in the NDPHS Action Plan, which are within the remit of the Expert Group

Specify planned activities towards the expected results within the remit of the Expert Group. For each activity please indicate the following:

- *The methods, and*
- *Resources with which the respective results will be pursued;*
- *Planned deliverables;*
- *External actors planned to be engaged.*

List activities for each expected result separately, if feasible.

3.2 Activities to **achieve the horizontal results** laid down in the NDPHS Action Plan

Specify planned activities towards the horizontal results. For each horizontal result please indicate the following:

- *The methods, and*
- *Planned deliverables;*
- *External actors planned to be engaged.*

If activities listed in item 3.1 can also be labelled as contributing to achieving horizontal results, list here their names only. For all other activities follow the above elements.

4. Assumptions, enabling factors and possible obstacles

Describe assumptions based on which the work plan has been developed, as well as list factors that are critical for the successful implementation of the work plan, and possible obstacles that can hinder the implementation process.

5. Other information